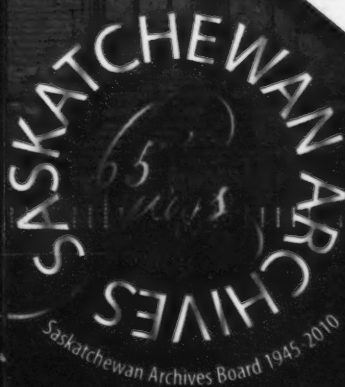


LOOKING TO THE PAST • PLANNING FOR THE FUTURE

Saskatchewan Archives Board
ANNUAL REPORT 2009-2010



SASKATCHEWAN ARCHIVES
65th Anniversary
Saskatchewan Archives Board 1945-2010



Role of the Saskatchewan Archives

The Saskatchewan Archives plays an important role in preserving the cultural resources of the province. It acquires and preserves records essential not just for self-knowledge, but also for the protection of our rights, individually and collectively. To maximize accountability and efficiency, the Saskatchewan Archives also provides information and records management for the Government of Saskatchewan. Through acquisition, preservation and provision of access to official records, the Archives enable the Government of Saskatchewan to fulfill its public trust.

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Contents

Reference Services.....	ii
Letters of Transmittal.....	2
Message from the Chair of the Saskatchewan Archives Board.....	3
Letter from the Provincial Archivist.....	4
The '65 Years' Medallion.....	5
Vision.....	6
Mission.....	6
Values.....	7
A Brief History of the Saskatchewan Archives	8
Structure & Reporting Relationship.....	10
Organization.....	10
Organizational Chart.....	12
Unit Reports.....	14
Report of Management.....	31
Financial Statements.....	32
Thank You to Our Donors.....	40
Thank You to Our Sponsors.....	44
Thank You to Our Funders.....	44

Letters of Transmittal

The Honourable Dr. Gordon Barnhart
Lieutenant Governor of Saskatchewan

Your Honour:

I have the honour of submitting the annual report
of the Saskatchewan Archives Board for the period
of April 1, 2009 to March 31, 2010.

Respectfully submitted,



Honourable Dustin Duncan
Minister Responsible for the Saskatchewan Archives Board



Honourable Dustin Duncan
Minister Responsible for the Saskatchewan Archives Board

Sir:

I have the honour of submitting the annual report of the Saskatchewan Archives Board for the period
of April 1, 2009 to March 31, 2010.

Respectfully submitted,



Trevor J.D. Powell
Chair
Saskatchewan Archives Board

Message from the Chair of the Saskatchewan Archives Board

The 2009-2010 fiscal year was a time of transition for the Saskatchewan Archives. In March 2009, a new Board of Directors was appointed and immediately began a competitive search for a new Provincial Archivist. As the position responsible for the professional and strategic leadership and direction of the Saskatchewan Archives, the Provincial Archivist role needed to be in place as quickly as possible. The Board selected Linda B. McIntyre, a long-term staff member, as the candidate with the necessary vision, knowledge and innovative skills to lead and manage the institution in its ever-changing operating environment. Linda's appointment took effect November 12, 2009.

During the search for a new Provincial Archivist, the dedicated management and staff of the Saskatchewan Archives continued to successfully carry on the day-to-day work of the institution, as the pages of this Report attest the key functions of any archives—appraisal and acquisition, conservation and preservation, arrangement and description, public service and outreach—continued apace. In particular, the Board would like to thank Acting Provincial Archivist, Lenora Toth, currently the Director of Archival Programs and Information Management, capably assisted by Christal Lintott, Manager of Human Resources and Administration, for their role in bringing staff together to work on institutional initiatives such as digital archives and accommodation, as well as for strengthening ties with major stakeholders and client groups.

As the fiscal year ended, the Saskatchewan Archives learned of its transfer as a Board under the auspices of the newly created Office of the Provincial Capital Commission (OPCC). The Commission has been established to “celebrate and promote the province's culture and heritage, build awareness of the province's history and government, and promote the province as a welcoming place and source of pride for residents and visitors.”

The OPCC is a ministry with Dustin Duncan as the Minister Responsible and a CEO providing direction. With the Provincial Archivist in place, the Board looks forward to the opportunity to work with our partners in the Commission and share awareness of the Saskatchewan Archives and its holdings with the greater community.



Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'T. Powell', written over a light background.

Trevor J.D. Powell
Chair
Saskatchewan Archives Board

Letter from the Provincial Archivist

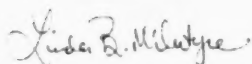
I am pleased to present the Saskatchewan Archives Board Annual Report for the April 1, 2009 to March 31, 2010 operating year. This year continued to realize advancements under our recent reorganization.

Policy development occurred in the areas of a function-based acquisition strategy; implementation of a new approach to arrangement and description of archival records; best practices for access requests to materials in our holdings; a metadata standard as well as transfer protocols and storage guidelines for the acquisition and preservation of digital archives; additional operational records schedules within government and the development of a ministerial records schedule. Assessment of our collection continued as a foundation to exploring preservation strategies.

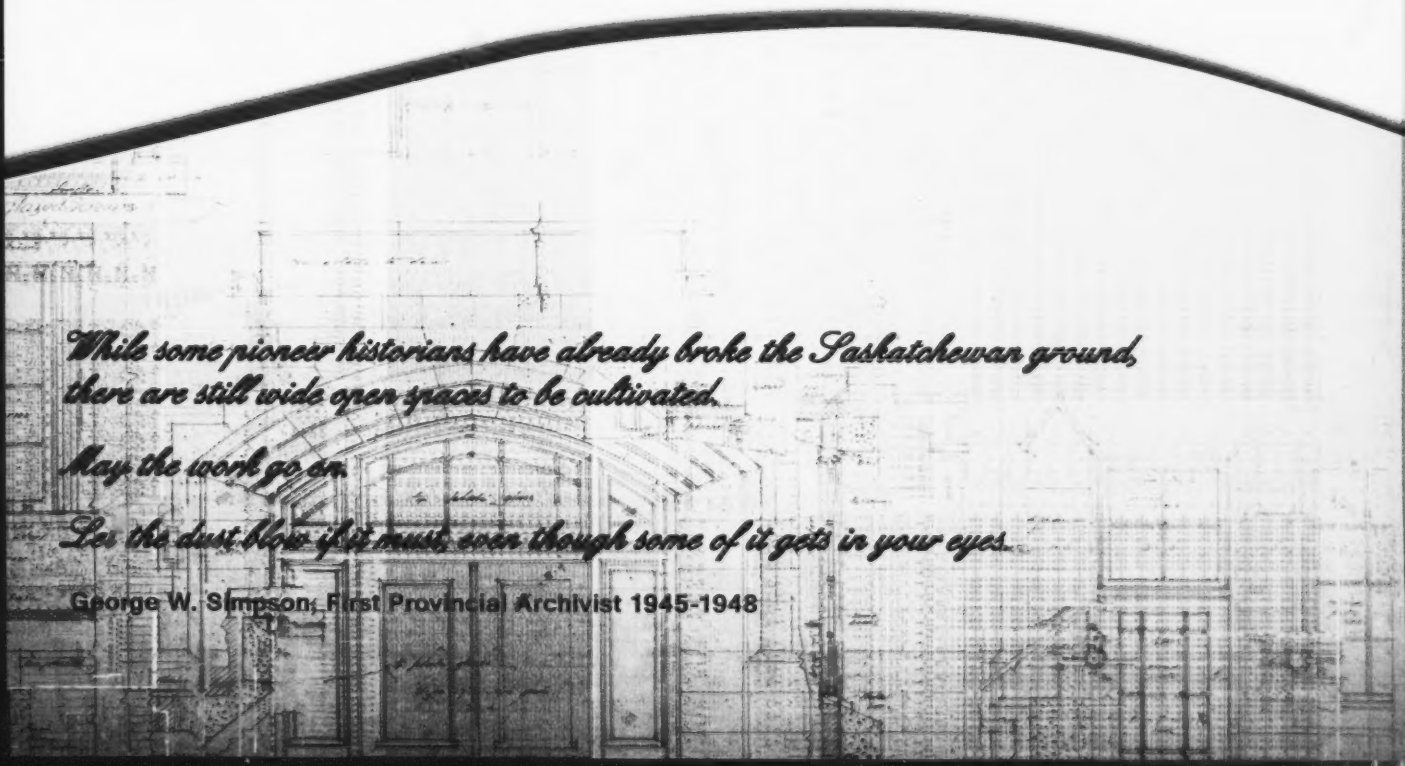
Outreach activities included a Remembrance Day event, increased participation in the province's Archives Week celebrations and partnership with Access Communications in the "Reel Stories from the Archives" film series. A grant through the National Archival Development Program and Canadian Council for Archives facilitated additional contributions to our institutional, provincial and national catalogues of archival holdings.

I am very proud to accept leadership of the staff at Saskatchewan Archives. We continue to develop our core mandate through a new strategic plan in 2010, through a new website that responds to the service needs of our government and public clients and through new partnerships within the Provincial Capital Commission.

Respectfully submitted,



Linda B. McIntyre
Provincial Archivist
Saskatchewan Archives Board



*While some pioneer historians have already broke the Saskatchewan ground,
there are still wide open spaces to be cultivated.*

May the work go on.

Let the dust blow if it must, even though some of it gets in your eyes.

George W. Simpson, First Provincial Archivist 1945-1948



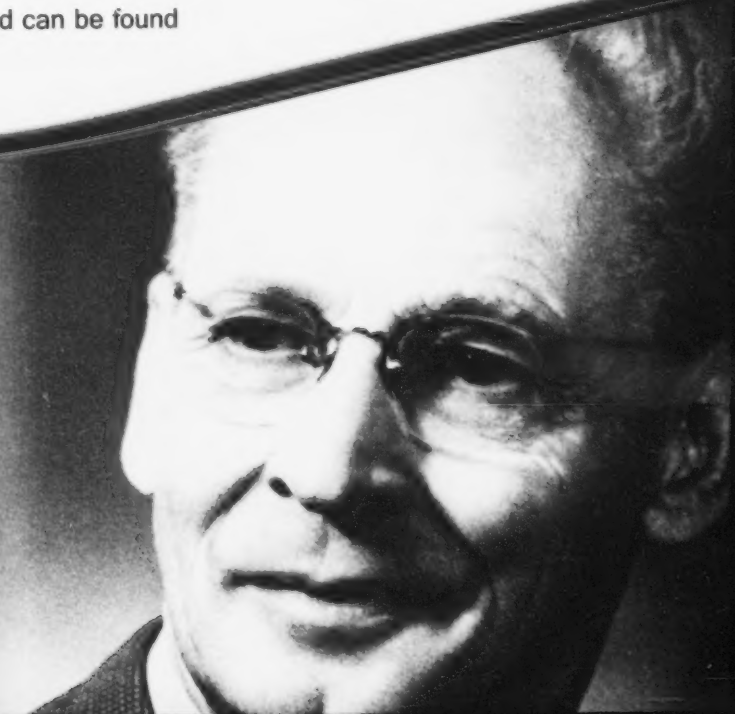
*There is nowhere to go if not to move forward,
conscious of past challenges and achievements,
aware of current limitations and resources but
fundamentally convinced that our purpose and
mission remains critical to the preservation of the
collective memory that is Saskatchewan,
for all time.*

Linda B. McIntyre
Provincial Archivist

The '65 Years' Medallion

The Saskatchewan Archives was created by an act of the Saskatchewan legislature on March 30, 1945. The end of the 2009-2010 fiscal year marked 65 years since that date. This report recognizes, through quotations and pictures, a few of the many men and women who helped build the Saskatchewan Archives. It also highlights the ever-increasing transition from traditional paper-based records to those created and stored digitally.

The '65 Years' Medallion recognizes this milestone and can be found throughout the pages of this year's annual report.



Vision

The vision of the Saskatchewan Archives is to facilitate for government and society in general, the identification, public access and preservation of Saskatchewan's documentary heritage. This vision is rooted in a far-reaching community approach that advances shared responsibility, cooperation and equitable access. The Saskatchewan Archives recognizes that individual and collective rights, as well as cultural identity are supported through an informed dialogue with the past.

The Saskatchewan Archives envisions a future in which:

- the documentary records of the province are efficiently managed and made available to all interested individuals and organizations;
- records that document government, institutions, organizations, societies and individuals are preserved; and
- the collective identity of Saskatchewan people, as documented through public and associational life and artistic and cultural activities, is preserved, as well as the diversity of the contributions of the First Nations and the many different ethnocultural groups who have chosen Saskatchewan as their home.

Mission

The Saskatchewan Archives serves as a flagship of the archival network in the province, diligently working with its partners to preserve the collective memory of the province.

The mandate of the Saskatchewan Archives is to *select, acquire, preserve, arrange and describe, make accessible and to encourage* the use of documentary records in all media, from official and private sources, bearing on all aspects of the history of Saskatchewan and to facilitate the management of the records of government institutions.

Archives, as institutions, reflect times past, examine the present and look to the future. Therefore, the mission of the Saskatchewan Archives is to:

- ensure that the essential public records of Saskatchewan are preserved;
- ensure continuing access to essential evidence that documents the rights of Saskatchewan people, the actions of government officials and elected representatives and the Saskatchewan experience;
- preserve the public and private records that reflect the diversity of Saskatchewan's past;
- be the central agency responsible for government records management, providing government with an effective and accountable management system responsive to the necessity for timely identification and disposition of records;
- facilitate research and reference services to individuals and organizations, maximizing availability to sources through archival finding aids, consultations and guidance;
- provide a leadership role in advising the provincial archival community in records management and preservation;

- work in tandem with provincial and national cultural, heritage and information management communities in the exchange of knowledge through professional and ethical approaches to our task; and
- conserve records in the most appropriate format for the retention of and access to the information contained therein.

Values

The rights and responsibilities of a democratic society empower us to carry out our archival mission. In carrying out our archival mission, we are guided by the following values:

- The responsibility we are given to serve the people and the Government of Saskatchewan and we dedicate our efforts to ensure that a knowledge of the province's past is preserved.
- The effective management of government records, and the contribution we make to that system.
- The historical records entrusted to our care
- Our relationship with the university community and its use of the record to contribute toward a better understanding of society and its efforts.
- The contribution of individuals, local history and heritage organizations in their efforts to document the past.
- The benefits of decentralized archival facilities to ensure that people from all parts of the province have access to our collections and services.
- The dedicated staff and their contributions to the development and delivery of archival services.
- The Saskatchewan Archives must be accessible to all citizens for the public good.

A Brief History of the Saskatchewan Archives

It was largely due to the efforts of Dr. Arthur Silver Morton, along with the support of the Canadian Historical Association, and the University of Saskatchewan's offer to provide space, that the proposal to establish and appoint an archivist was favourably met by a cash-strapped provincial government in 1937. Accordingly, a Historical Public Record Office was established that year with Morton appointed as Keeper of the Public Record.

By the mid-1940s it was understood that a more formal and stable funding arrangement had to be established for the archives. Morton's call for legislation and secure financial support was met with approval from the newly-elected CCF government. The original Archives Act from 1945 created an arms-length board, representative of established stakeholders already engaged in documenting Saskatchewan's archival heritage. Whereas the acquisitions of the Historical Public Record Office had been limited to public records, the mandate of the new Saskatchewan Archives Board was broadened to include all forms of records from both public and private sources. It allowed provincial archivists to examine all public and private records and to appraise and select those records of historical value for preservation in the archives. It established a system of accountability for information created and maintained by government, mandating that all public records be scheduled, and all records schedules be approved by committees comprised of acknowledged officials and elected representatives. For several decades, Saskatchewan's archival legislation stood the test of time and occasionally served as a model for other jurisdictions.

The Saskatchewan Archives actively documents all facets of provincial life. Most people or groups record their activities, whether in the form of letters, email, diaries, minutes, financial records, photographs, moving images, maps and architectural drawings, memoirs, spoken traditions, or sound recordings. The oral accounts of aboriginal elders, the written records kept by settlers, the varied yet precarious physical formats of the early



Former Provincial Archivists: Ian Wilson 1976-1986, Allan Turner 1962-1974, Lewis H. Thomas 1948-1957, John Archer 1957-1962

21st century office and home, all such records when gathered together provide an immediate and unique source of information of Saskatchewan's people. This wide-ranging mandate has allowed the Saskatchewan Archives to accrue what is recognized as one of the most comprehensive provincial archival collections in Canada.

Over the years the Saskatchewan Archives has gained a reputation for reaching out to the community it serves. It has participated in marking major milestones such as the 50th, 60th, 75th and 100th provincial anniversaries as well as the North-West Centennial. In conjunction with individuals and groups, the Saskatchewan Archives has taken the initiative to document the oral tradition of the First Nations and Métis people, the settlement era of the province and the multicultural nature of our provincial society. More recently, the Saskatchewan Archives has been using digital technology to allow its holdings to be brought to a wider audience through means of digitized records and utilizing the Internet.

With the passage of various acts pertaining to the access of information and protection of privacy, the Saskatchewan Archives has been asked to play an increasingly larger role in the management of information from both public and non-government sources. New legislation, *The Archives Act 2004*, allows the Saskatchewan Archives to carry out this expanded role and updates the legislative framework under which it had been operating without major change since 1945. As Saskatchewan embraces a new century, the Saskatchewan Archives is better positioned to be able to meet the needs of a modern government, and the people it serves.



*History is a continuing process
in which each Saskatchewanian participates*

Ian E. Wilson, former Provincial Archivist

Structure & Reporting Relationship

Unlike most other provincial archives across Canada, Saskatchewan's provincial archive is positioned at arms-length from government, allowing it to exercise independent initiative, judgment and service in carrying out its mandate. *The Archives Act, 2004* requires a board of directors to oversee the activities of the Saskatchewan Archives. The Board is responsible for:

- appointing, reviewing and working with the Provincial Archivist;
- ratifying specific management and fiscal decisions;
- preserving the autonomy and integrity of the institution and its permanent collection; and
- representing the institution to government and the wider community.

The legislation provides for two representatives from the Saskatchewan public service, one representative from the University of Saskatchewan, one representative from the University of Regina and up to five members of the community-at-large. The Provincial Archivist serves as Secretary to the Board.

As a corporate entity, the Board reports directly to a Minister. For the 2009-2010 fiscal year, the Board reported to the Minister of Tourism, Parks, Culture and Sport (TPCS). Effective April 1st, 2010 the Board's report has moved to the Office of the Provincial Capital Commission (OPCC) with its Minister Responsible and Chief Executive Officer providing government direction. To conduct its operations, the Saskatchewan Archives receives an annual grant voted under the new OPCC Ministry's estimates.

Office space and storage facilities in Regina are leased through the Ministry of Government Services. The University of Saskatchewan provides office and storage space, without cost, for our Saskatoon operations. The Saskatchewan Archives is responsible for its own financial management. The University of Saskatchewan provides support in financial functions including payment services, banking and purchasing on a fee-for-service basis. The Ministry of Finance serves as the Saskatchewan Archives' agent providing payroll services for all staff.

Organization

The Saskatchewan Archives operates as eight function-based units in three Regina offices and one Saskatoon location. The Legislative Compliance and Access Unit continues to function within the Information Management Unit, while the Digital Records Program is developing structure as a new unit. The Collection Management and Preservation Unit has moved from the Hillsdale location to the Henderson site, joining the Records Processing Unit. Executive Management, Information Technology, Corporate Services and the Digital Records Program has moved into new space on the 4th floor of the Albert Street location.

For the first seven months of the year, Lenora Toth continued in her role as Acting Provincial Archivist and Christal Lintott continued as Acting Assistant Provincial Archivist. In late summer, the Board initiated a Provincial Archivist search and in November 2009, the Province of Saskatchewan and the Saskatchewan Archives Board of Directors announced their selection of Linda B. McIntyre as the new Provincial Archivist. Ms. McIntyre has been an archivist with the Saskatchewan Archives for twenty-two years, working in government records appraisal, disposition and schedule development; private records acquisition and reference services; arrangement and description; and project management. Most recently she served as Chief Archivist for the Records Processing Unit and as Descriptive Standards Officer.

Saskatchewan Archives Board of Directors

The Board of Directors experienced membership changes in 2009-2010. Carol Hixson, University of Regina Librarian and William Waiser, Professor of History, University of Saskatchewan resigned in the early and late fall of 2009, respectively. University representation on the Board remained vacant for the balance of the fiscal year awaiting new Order-in-Council appointments. The Board of Directors consisted of:

Trevor J.D. Powell, Chair, Retired former Provincial Archivist

Frederick D. (Rick) Mantey, Vice-Chair, Cabinet Secretary and Clerk of the Executive Council

Ron Dedman, Member, Deputy Minister, Government Services

Laura Hanowski, Member, Certified Saskatchewan Genealogy Researcher and Instructor

Catherine Littlejohn, Member, Freelance Historian, Researcher, Writer and Consultant

Maureen Miller, Member, Masters' Library and Information Science (MLIS)

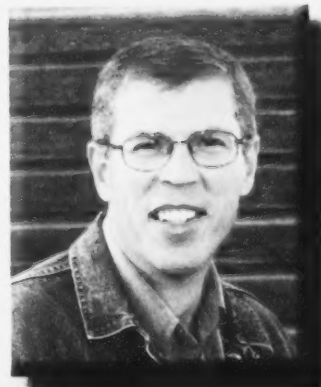
Linda B. McIntyre, Secretary to the Board, Provincial Archivist



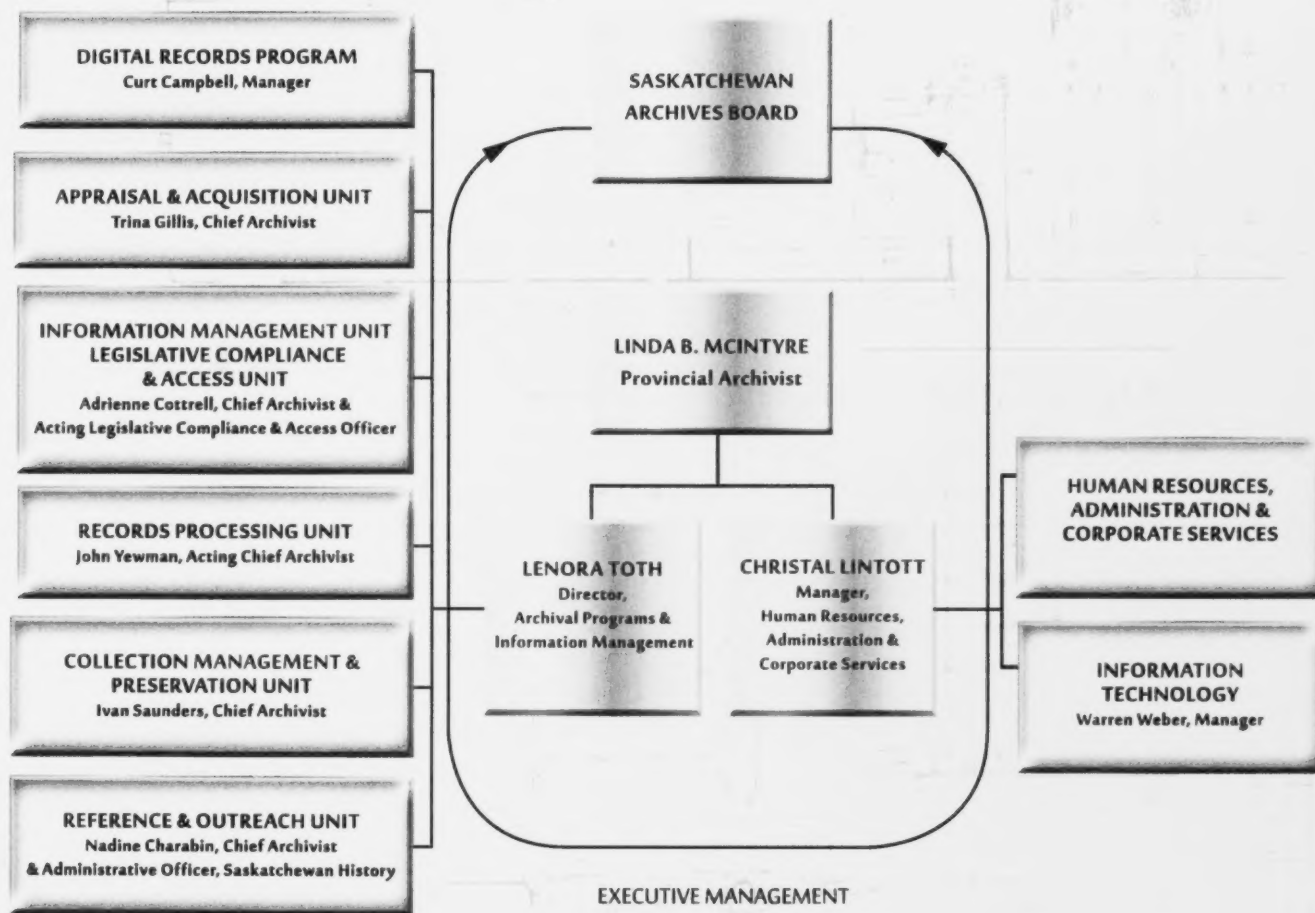
Back Row: Catherine Littlejohn, Frederick D. Mantey, Laura Hanowski, Ron Dedman

Front Row: Linda B. McIntyre, Trevor J.D. Powell, Maureen Miller

The Saskatchewan Archives Board and its staff would like to express our appreciation to Dr. William (Bill) Waiser, Professor of History, University of Saskatchewan who served as a member of the Board from November 2004 to November 2009. Bill's commitment and direction to the Saskatchewan Archives during a period of change and reorganization have contributed to our progress and development as a stronger institution. His continued support adds to the growing awareness of the Archives in the larger community.



Organizational Chart







Unit Reports

Let us bear in mind that the fundamental responsibility of archival work is to ensure that relevant historical material is preserved and made available to the public.

We are therefore obligated to capture cognixant elements of history for future generations.

An archivist accomplishes this by collecting significant material such as newspapers, personal diaries and correspondence, manuscript collections, photographs and sundry documentation.

Krzysztof M. Gebhard,
former Chief Archivist

Appraisal and Acquisition Unit

The Appraisal and Acquisition Unit is responsible for appraising and acquiring public and private records of ongoing historical significance. Fulfilling this function involves records appraisals, coordinating records transfers, and negotiating and maintaining agreements with donors. Appraisal Archivists review disposal requests and conduct appraisals on public (government) records that have met their required retention according to a records schedule. Records of historical significance are transferred to the Saskatchewan Archives and the remainder are authorized for physical destruction. The process for government records, conducted in cooperation with the Information Management Unit, allows the Saskatchewan Archives to acquire material vital to the history of the province and provides government institutions with the necessary written authority to destroy records in compliance with provincial legislation. Appraisal archivists also appraise and acquire the records of individuals, businesses, organizations, unions, community groups, municipalities, schools, etc. to ensure a balanced and full picture of the province's history through the years.

Key Accomplishments from the 2009-2010 Fiscal Year

- Transfer of all outstanding archival records that were being stored in the Government Services Records Centre and prime office space. Over the past 10 years, almost 1,000 metres of record was identified as archival, but was being held awaiting the availability of archival space. The acquisition of additional space in the spring of 2009 enabled the transfer of these records resulting in over 400 accessions.
- Development of a strategy for the historical appraisal of current records included in Operational Records Systems. This approach enables records to be appraised in their original context with the full knowledge of the mandate or function that led to the creation of the record. The whole of the record of any given ministry / unit / branch can be reviewed before a decision is made. This ensures that the most relevant and historically valuable records are being retained by the Archives.
- Reduction of the backlog of disposal requests from government ministries for records that require physical appraisal.
- Liaising with private donors to appraise and acquire records of historical significance. The unit was in contact with over 250 private clients regarding donations during the year.

Goals and Activities in the 2010-2011 Fiscal Year

- Drafting an Appraisal and Acquisition Policy and accompanying guidelines that will provide a framework within which appraisal archivists can work. Such a policy will ensure the Archives' approach to records collection is comprehensive and consistent.
- Create an Appraisal toolkit that will assist Appraisal Archivists in the collection and recording of all relevant information in relation to digital record acquisition.
- Investigate the possibility of acquiring newspapers in a digital format. This would enable the Archives to provide electronic access of these records to clients, as well as to change the focus of our micrographics program. Information is being gathered from both the daily and weekly newspapers in the province, as well as the Saskatchewan Weekly Newspaper Association (SWNA).

Information Management Unit

The Information Management Unit (IMU) provides a wide range of services to government institutions that enable government clients to efficiently manage their records and meet the responsibilities articulated in *The Archives Act, 2004*. To this end, the unit develops policies, procedures and best practices that promote accountability and compliance with *The Archives Act, 2004*. IMU also provides records management advice to government and non-government clients, facilitates the disposal of records in government, assists in the development of records schedules, provides records management training, drafts government-wide policy, reviews and advises on institution-specific policy, and acts in an advisory role to the Public Records Committee (PRC).

Key Accomplishments from the 2009-2010 Fiscal Year

- Continued activity related to Operational Records System (ORS) development and Administrative Records Management System 2006 (ARMS 2006) implementation. In 2009-2010, IMU staff attended 217 meetings with clients and assisted in the development of 58 operational schedules, nine of which were completed and passed by the PRC. A further 12 schedules were also completed and will be reviewed at the first PRC meeting of 2010-2011.
- The design and delivery of 27 records management training sessions and workshops at the request of government clients. Staff also participated in cross-government training sessions sponsored by the Public Service Commission. The sessions were targeted at new managers to increase awareness of their roles and responsibilities in relation to records management and *The Archives Act, 2004*.

In today's information driven environment an efficient information management system is essential for all government offices. ... Records are your 'Institutional memory.'

Administrative Records Management System (ARMS 2006)

- Processing 720 disposal requests, resulting in 2,018 metres of public record being authorized for disposal. The disposal of government records is facilitated by unit review to ensure that schedule requirements have been met and to provide a documented accountability framework related to the disposal of records.
- Continuation of a strong advisory role with government and non-government clients alike. The Information Management Inquiry Line received 103 calls, the Record Help E-Mail Account received 106 inquiries, and there were 753 individual inquiries to Information Management archivists.

Goals and Activities in the 2010-2011 Fiscal Year

- Completion and approval of a record number of ORS.
- Completion and approval of a Ministerial Records Schedule and an ORS schedule for the Office of the Cabinet Secretary. These schedules will allow the Archives to better manage the transfer of historically significant public records as per *The Archives Act, 2004*.
- The unit will continue to develop and deliver training and workshops for government clients, and implement a regular training schedule.
- IMU will partner with staff in other ministries to host training sessions, attend workshops and present at a Privacy and Security Conference during Privacy and Security Awareness Month (September 2010).

2009-2010 ORS Passed

# 413	Saskatchewan Power Corporation - Lands Business Unit
# 414	Ministry of Health - Primary Health Services Branch
# 415	Ministry of Agriculture - Policy Branch
# 416	Innovation Place - Finance & Administration Branch
# 417	Ministry of Justice - Dispute Resolution Office
# 418	Ministry of Government Services - Executive Air & Air Ambulance
# 419	Ministry of Highways and Infrastructure - Land Branch
# 420	Saskatchewan Transportation Company - Customer Services & Operations
# 421	Saskatchewan Grain Car Corporation - Finance & Human Resources

Legislative Compliance and Access Unit

The Saskatchewan Archives Board as a government institution is bound by *The Freedom of Information and Protection of Privacy Act* (FOIPP), *The Health Information Protection Act* (HIPA), and other relevant legislation pertaining to access and privacy. The Saskatchewan Archives works to balance the public's right to access against an individual's right to privacy and the Legislative Compliance and Access Unit (LCAU) assists the Archives in meeting that challenge. The LCAU works to facilitate researcher access to the Saskatchewan Archives Board permanent collection. The Unit reviews and processes researcher requests to access restricted material. Before researchers are granted access to the materials in the permanent collection, the material is reviewed for personal information and personal health information as defined in FOIPP and HIPA. If personal information is found it must be severed prior to access or, in certain instances, a non-disclosure agreement is negotiated.

Key Accomplishments from the 2009-2010 Fiscal Year

- Processing 63 researcher access requests. This represents an increase of 15 percent over the previous year. The use of standard researcher non-disclosure agreements developed in 2008-2009 has reduced the amount of de-identification and severing required and has enabled the Unit to provide researchers with access to more material. The total amount of material reviewed by the Unit in 2009-2010 was 31 metres.
- Completion of 15 reviews of collections in response to institutional requests. The Legislative Compliance and Access Unit is responsible for institution-wide compliance with all applicable access and privacy legislation and is frequently called upon to serve an advisory role to other units at the Archives. If records with potential privacy and access concerns are identified, staff at the LCAU are contacted and asked to conduct an in-house review of the material.
- Provision of advisory services to the Appraisal and Acquisition Unit. In instances where highly sensitive or confidential information is being acquired by the Archives, LCAU assists in the drafting of the donor agreements and/or in the development of policies and procedures to deal with the security, privacy and access issues around the record.
- Ongoing review of restricted finding aids in our reference tools (229 finding aids to date).

Goals and Objectives for the 2010-2011 Fiscal Year

- Conduct access reviews in a timely manner and to provide researchers with requested materials in the most efficient way possible. It is anticipated that the number of requests for access will continue to grow in 2010-2011, as has been the trend for the past two years.
- Continued completion of in-house reviews at the request of other units in the Archives. It is anticipated that with the increased amounts of records that are acquired and processed by the Archives, that access reviews of the material will also be required.
- Develop a searchable researcher database that will assist the Métis Nation of Saskatchewan in providing citizenship information for its members. LCAU staff are reviewing records contained in R-933, The Department of Social Welfare and Rehabilitation, Métis Vocational Rehabilitation Files. The files were found to contain surveys of Métis families and contain lists of families by name. There are, however, significant privacy concerns given the amount of personal information and personal health information in the files. The Unit hopes to have all the names listed in a database, which will allow individuals to determine if the files contain relevant information. These individuals can then request access to their personal information.

Collection Management and Preservation Unit

The Collection Management and Preservation Unit (CMP) is responsible for the safekeeping of the records held by the Saskatchewan Archives and for ensuring that they survive for future generations of researchers. The Unit monitors environmental levels and ensures records are housed according to accepted archival standards. CMP also coordinates disaster response and recovery, recommends preservation management policy development and is responsible for dealing with facilities and security issues that may impact on the records.

The mandate of the Unit includes the transfer of Saskatchewan's weekly newspapers to microfilm and the preservation reformatting of records that are at risk. The Unit works in conjunction with Library and Archives Canada and various libraries, museums and Saskatchewan Genealogical Society branches to supply them with microfilmed local newspaper holdings for research use.

In the fall of 2009, CMP moved from 3303 Hillsdale Street to 515 Henderson Drive. A microfilm room was completed there in 2010 and microfilming of Saskatchewan weekly newspapers has recommenced.

Key Accomplishments from the 2009-2010 Fiscal Year

- Initiation of a condition survey of textual records. This survey will gather concrete data relating to the housing and storage state of our records. As of March 2010, 3,325 boxes were reviewed; the project will continue into the summer of 2010.
- Application of molecular sieves in our film collection to alleviate the effects of vinegar syndrome. This is the third year of a four year cycle for the program.
- Purchase of seven dataloggers allowing more detailed monitoring of temperature and humidity at all storage sites in Regina and Saskatoon.

Goals and Activities in the 2010-2011 Fiscal Year

- Utilization of the 2004 Ball Report, to develop a strategic plan that will rationalize and establish priorities for preservation / conservation activities into the coming years along with the required resources to carry out these duties.
- Deployment of CMP personnel to the Saskatoon facility to conclude the condition survey of textual records. A full report will be provided drawing upon analysis of the survey's findings.
- Incorporation of molecular sieves in our film collection to ease the effects of vinegar syndrome.
- Development of a preservation strategy for the nearly 1 million images (almost half of which are one-of-a-kind) held in the Hillsdale reference area.
- Conceptualization of the infrastructure required to utilize high-quality digital reproductions as an additional strategy to the continued preservation and conservation of our existing collections.

Records Processing Unit

The Records Processing Unit manages the arrangement, physical processing, and description of all acquisitions to the Saskatchewan Archives permanent collection including public and private records in all media. The arrangement and processing of archival records culminates in various levels of description entered into the archival management database, Threshold. As of April 2009, the Saskatchewan Archives has adopted the 'More Product, Less Processing' (MPLP) approach to arrange and describe its records. This method generates higher-level arrangement and description resulting in the release of more records for research use.

The RPU also produces Saskatchewan Archives Finding Aids (SAFA) for its processed records and is responsible for posting descriptions to the provincial Saskatchewan Archival Information Network (SAIN) catalogue. As well, the Unit is responsible for coordinating the monetary appraisal of records in order to issue donor tax receipts. This includes appraisals by independent appraisers, the National Archival Appraisal Board, and the Canadian Cultural Property Export Review Board.

The Unit is also responsible for coordinating the monetary appraisal of records in order to issue donor tax receipts. This includes appraisals by independent appraisers, the National Archival Appraisal Board, and the Canadian Cultural Property Export Review Board. In 2009-2010, a total of seven fonds were appraised for monetary value with a combined assessed value of \$24,045.

Key Accomplishments from the 2009-2010 Fiscal Year

- Production of 205 finding aids and the addition of more than 110 new descriptions to the Saskatchewan Archival Information Network database.

Every document, oral, written or photographic, needs to be understood in its context and its purpose.

All are a personal interpretation of past events and a factual insight into the observers' current view of the past.

Ian E. Wilson, former Provincial Archivist

- Progress on the Historical Photographs Index Project (started in 2005), which will culminate in the automation of the Regina photo card catalogue. As of March 31, 2010, 41,672 entries (94 percent of the catalogue), has been entered into Threshold.
- Completion of the National Archival Development Program (NADP) grant, a program administered by Library and Archives Canada and delivered by the Canadian Council of Archives. This enabled the RPU to conduct a survey of the holdings contained in the Regina R-E, R-F, and Clippings Collections; and the Saskatoon YF (local histories), Q (printed material), and X (miscellaneous and miscellaneous printed material) Collections with the purpose of identifying new and existing fonds. The survey resulted in the identification of 325 fonds including both public and private material and the addition of 106 new fonds descriptions to our Threshold database, SAFA guides, SAIN and to the national Archives Canada catalogue.

Goals and Activities in the 2010-2011 Fiscal Year

- Processing the Partners in Motion fonds, an accrual to the Abram Hoffer fonds, the CJFB TV fonds, the Globe Theatre fonds and the personal fonds of numerous prominent Saskatchewanians including Brett Fairbairn, Berny Wiens, Ramon Hnatyshyn, and Norman Ward.
- Completion of the Historical Photographs Index project.
- Development of procedures for entering newspaper descriptions into Threshold.
- Assessment and continued development and refinement of the MPLP approach to records arrangement and description.
- Continued development of Descriptive Standards for the institution.

Records Arranged and Described in 2009-2010

Textual Records	222.44 metres
Photographs	5,337 items
Albums	42 items
Architectural Drawings	960 sets
Maps	38 items
Audio Tapes	55 reels
Audio Cassettes	150 items
Video Cassettes	339 items
Film	17 reels
Microfilm	45 reels
Electronic records	8 CDs
Artifacts	

Reference & Outreach Unit

Reference

The Reference and Outreach Unit is dedicated to raising awareness of Saskatchewan's heritage and of the Saskatchewan Archives' rich archival resources, through its day-to-day activities and through special initiatives. The Unit facilitates the research of anyone who is interested in exploring the province's history by responding to thousands of inquiries each year from in-person visitors and to queries received by email, mail, fax, and telephone. In addition, Unit staff give tours and presentations, prepare exhibits, and participate in special events, to bring an appreciation of archives to the wider community.

Key Accomplishments from the 2009-2010 Fiscal Year

- Development of best practices related to provision of reference services including revision and updates to aging policies and procedures. Best practices relating to inter-office shipments; standardization in statistical reporting; Inquiry Management Record; and interlibrary loans were completed.
- Bi-weekly team meetings examining and streamlining work processes including:
 - examination of reference mail patterns in Saskatoon and Regina, resulting in the redirection of mail to the Saskatoon office including all incoming correspondence from the website and most homestead inquiries
 - the creation of a Correspondence Coordinator role in Saskatoon to track correspondence and answer inquiries
 - rearranging reference schedules to facilitate work on special projects
- increased emphasis on Unit training and assessment of the functionality of the current staffing complement. This included the redevelopment of positions in the Regina office to include a Reference Administration Clerk and a Client Support Clerk. In Saskatoon, staff examined workflow in conjunction with reduced resources in an Assistant Archivist position

Goals and Objectives for the 2010-2011 Fiscal Year

- Updating job descriptions within the Unit.
- Planning related to the implementation of the 'More Product, Less Process' (MPLP) approach to record description adopted by the Records Processing Unit in 2008-2009.
- Examining the potential impact on reference services of web-based public access to the post-1930 homestead database.
- Revising best practices for the following areas: providing reproductions in all media; reading room and registration form policy; financial management; and retrieval and collection management.

Outreach

Tours

Archivists in Saskatoon and Regina provided tours throughout the year to school groups, university classes, genealogical groups, and government ministries.

Saskatchewan Genealogical Society (SGS) Conference
The Saskatchewan Archives had a tradeshow presence at the SGS Annual Conference, April 24-25, 2009, and Lenora Toth, Director of Archival Programs and Information Management, presented a lunchtime address to delegates.

Youth Heritage Fairs
Staff from the Archives served as judges at the Regional Youth Heritage Fairs in Saskatoon and Regina in May 2009.

Saskatchewan Executive and Legislative Directory
An update of the Saskatchewan Executive and Legislative Directory (SELD) was completed in the spring of 2009.

Buffalo Days
A Saskatchewan Archives exhibit was displayed at Buffalo Days in Regina in July 2009.

Archives Workshop
In cooperation with Saskatoon archivists, Nadine Charabin presented sessions at a one-day archives workshop hosted by the Saskatoon Council of Women.

Digging for Your Roots Workshop
On October 17, 2009, staff hosted a session of the Digging for Your Roots series co-hosted by the Prairie History Room and the Saskatchewan Genealogical Society.



Reel Stories from the Archives

During the fall and winter of 2009-2010, Saskatchewan Archives partnered as a Community Producer with Access Communications to develop "Reel Stories from the Archives," a twelve-part film series featuring archival film from Saskatchewan Archives' collection.

Staff from various units of the Archives researched film resources and contextual information and helped to locate guest experts to introduce each theme.

Themes and guests included:

Health Care in Saskatchewan
with the Honourable
Allan Blakeney

Saskatchewan Film Makers
with Brian Stockton

Saskatchewan Artists with
Judith Silverthorne

Saskatchewan: War, King and
Country with Will Chabun

Saskatchewan Celebrations
with Lisa Donahue

Agricultural Education
with George Hoffman

Harvesting Saskatchewan's
Natural Resources
with Bill Brennan

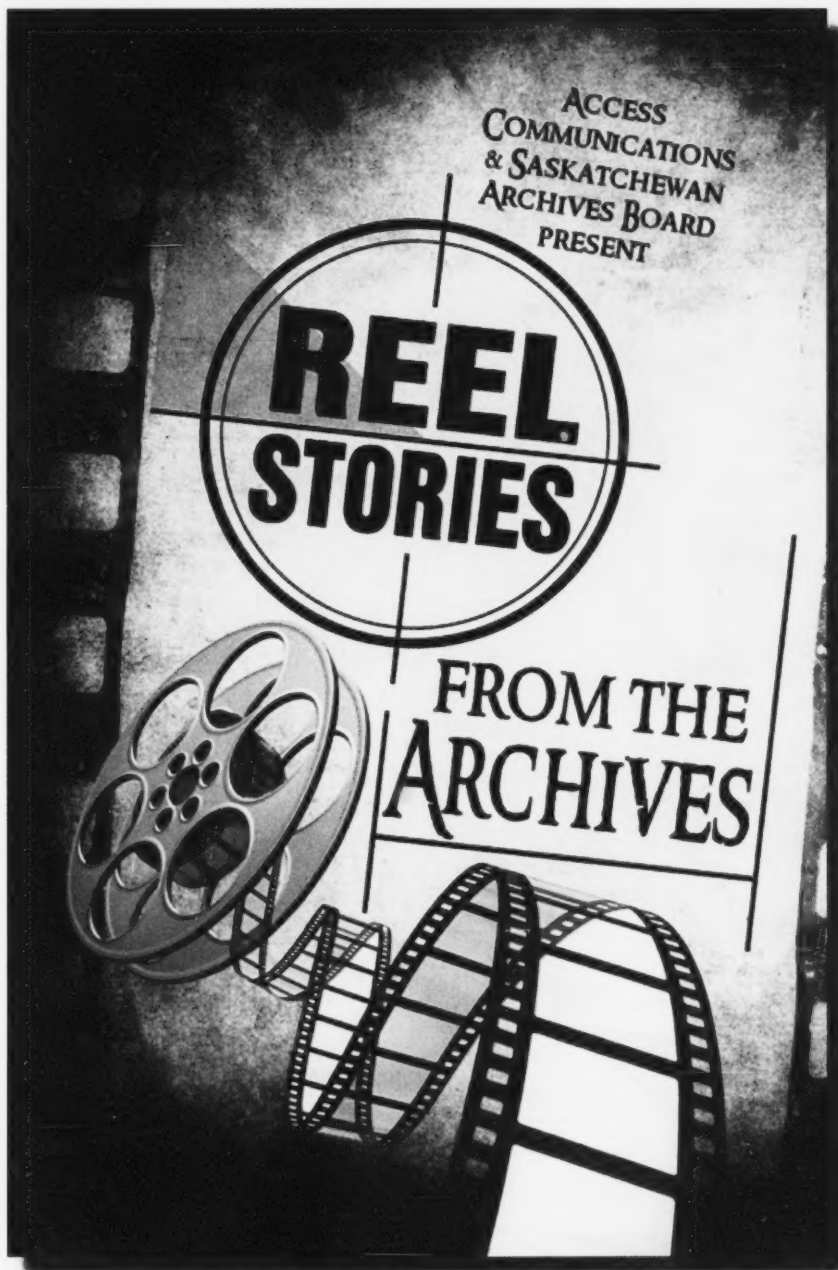
Recreation and Tourism in
Saskatchewan with Ted Hornung

Prairie Ramble and Prairie
Romance (Bird films)
with Sarah Abbot

The Saskatchewan Pioneer
Farm Experience

The Calling River People.

In addition, five short vignettes were researched and scripted for use with the shorter film series episodes. Hosted by Nadine Charabin, Chief Archivist of Reference and Outreach, the first episodes of the series will be broadcast in April 2010.



Remembrance Day Event

On November 4, 2009, the Saskatchewan Archives held a special event to commemorate Remembrance Day, to honour the contributions of the province's veterans from various wartime conflicts, and to recognize the role of the people of Saskatchewan on the home front. Guest speakers read from the correspondence, diaries and reminiscences of servicemen from the Boer War, First World War, and Second World War.

The highlight of the event was the premiere public presentation of a recently acquired Canadian Second World War vinyl record, cut in 1944, as part of Pepsi-Cola's "The Voice of Your Man in Service" program. This item was donated to the Archives by the family of Bill West, of Langbank (pictured bottom, right). Family members, MLAs, Pepsi-Cola representatives and invited guests made the evening a memorable event.





Archives Week 2010

Activities were held in conjunction with the Saskatchewan Council for Archives and Archivists (SCAA) and as specific Saskatchewan Archives events during the week of February 1-7, 2010.

- Saskatchewan Archives staff, in conjunction with the SCAA, participated in celebrity reader events and archival film nights in Regina and Saskatoon. These events featured readings and films from the Saskatchewan Archives collection as well as material from other Archives in Saskatchewan.
- Saskatoon staff participated in the 20th annual Saskatoon Heritage Festival presenting a new exhibit featuring Saskatoon school sports and welcoming public participation in identifying individuals in the various team photographs.
- A new display about the Dick and Ada Bird fonds was developed in conjunction with the "Reel Stories from the Archives" initiative.
- A Facebook page, "Archives Week 2010 at the Saskatchewan Archives Board" was used to highlight and promote upcoming events during Archives Week and to encourage people to visit the Archives.
- The sleeper hit of Archives Week 2010 was the Photo Blog. Fourteen photographs of people and places were posted before and during the week asking for public assistance in identification. Members of the public and Saskatchewan Archives staff made comments on the blog, and identification has been made for a few of the images to date. Media coverage was extensive and focused on identifying a featured mystery woman dubbed the 'Mona Lisa of Saskatchewan' (see back cover).

After three years and six issues as editor of *Saskatchewan History*, Jason Zorbas resigned from the post following the production of the Spring 2009 issue.

The Fall 2009 issue of the journal was guest edited by Saskatchewan History Advisory Board member, Dr. Keith Thor Carlson. The issue included articles written by five of Carlson's students who had participated in a Métis atlas project focusing on Northwestern Saskatchewan, and on Île-à-la-Crosse in particular.

During 2009-2010, the Saskatchewan Archives initiated a review of the magazine and its operations, the goal of which is to revitalize the magazine and ensure its continued relevance into the next decade. This initiative will continue in 2010-2011.

This new venture depends for its success on those people of Saskatchewan, living here at home, or scattered over the continent, who feel that our province has too long been represented on the historical map by distinguished but lonely pioneers.

Hilda Neatby
first editor of *Saskatchewan History*

Saskatchewan HISTORY

EDITOR:
Keith Carlson (guest editor)

ADMINISTRATIVE OFFICER:
Nadine Charabin

ADMINISTRATIVE ASSISTANT:
Ilene Youchezin

SASKATCHEWAN HISTORY
EDITORIAL BOARD:
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Keith Carlson
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Centre: <http://www.sask.ca/pubs/com/weol/>

Volume 61 • Number 2 • Fall 2009

NEWS & NOTES

Saskatchewan Archives Board Appoints
Provincial Archivist 2

Successful Remembrance Event at
Saskatchewan Archives 2

EDITORIAL

From the Guest Editor: Glimpses of
Metis Society and History in Northwest
Saskatchewan,
by Keith Thor Carlson 3

ARTICLES

Metis Welfare: A History of Economic
Exchange in Northwest Saskatchewan,
1770-1870
by Liam Haggarty 7

Community and Aboriginality in an Aboriginal
Community: Relating to Histories in and of
Île-à-la-Croix
by Katya MacDonald 17

Encountering Mary: Apparitions, Roadside
Shrines, and the Métis of the Westside
by Amanda Fehr & MacKinley Darlington 29

The Île-à-la-Croix Cemetery: A Regional
Approach
by Kevin Gambell 41

About the Authors 47

COMING ARCHIVES ATTRACTIONS

Real Stories from the Archives 48

Volume 61, Number 1, Spring 2009

Welcomes the
History of the
via regular
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subscriptions
times no
authors
board

2
3
42

rought and Saskatchewan's "Better
Conventions and the Quest for a
of Selected



Digital Records Program

The creation of records in digital form (i.e. born digital records) is increasingly outstripping records created by traditional analogue means. While this new digital reality has little effect on our long-established mandate to acquire, preserve and make available the archival record, it does pose a huge challenge to how we achieve these goals.

The primary mission of the Digital Records Program (DRP), created in March 2009, is to ensure that the digital heritage of our province is effectively captured and preserved for the benefit of future generations. While the DRP has had widespread positive response to its business case proposals, it has yet to achieve sustainable government funding. Notwithstanding these significant obstacles some progress has been made.

Key Accomplishments from the 2009-2010 Fiscal Year

The infrastructure and tools to fulfil its preservation mandate are currently being designed by the DRP in partnership with the relevant operational areas within the Saskatchewan Archives. Over this past year the Digital Records Program has:

- Drafted digital record transfer protocols for the effective transmission of electronic records, both from public and private donors.
- Drafted a toolkit for the effective appraisal and acquisition of digital archival records.
- With IT consultation, designed the required technological infrastructure to support the large-scale ingest of digital records.
- Oversaw the digitization of over a half million historic records from our court and homestead collections.
- Began ingesting small digital collections as a test to these procedures and equipment.
- Secured funding from the federal Young Canada Works program allowing the DRP to employ an archival graduate intern for a variety of upcoming projects.

Goals and Objectives for the 2010-2011 Fiscal Year

- The coming year will see the DRP take on an increasingly active role with the other operational areas of the Archives. The program hopes to see a significant expansion of infrastructure and intends to author an effective network of policies, procedures and best practices.

Genealogical Society of Utah Project

The mandate of the Genealogical Society of Utah (GSU) is to discover and digitize records that facilitate genealogical research. Over the past decade, the GSU has undertaken extensive imaging projects across Canada, the United States and several other nations.

Since 2006, the Saskatchewan Archives has negotiated several agreements with the GSU, granting them permission to digitize selected record collections in exchange for being provided copies of the resulting work. To date, this partnership has generated nearly two million digital images of civil court records, township registries, maps and homestead files with approximately 650,000 digital images being generated per annum. It is anticipated that this body of work will feature as the centerpiece to the launch of the Saskatchewan Archives' new interactive web environment.

Corporate Services Unit

The Corporate Services Unit is responsible for the Financial, Human Resource, Information Technology and other administration functions of the Saskatchewan Archives.

Key accomplishments from the 2009-2010 Fiscal Year

- Implemented an electronic asset inventory system expected to be launched in the spring of 2010.
- Improved workflow for the payment of invoices.
- Upgraded security at the Hillsdale office and storage site.
- Continued work on Capital Planning Strategy.
- Continued work on the review of administrative functions with a focus on asset management.

Goals and Objectives for the 2010-2011 Fiscal Year

- Continue work on the review of administrative functions.
- Continue work on the consolidation of administrative files to a central location.
- Establish structured procedure reviews and further development of efficient procedures for financial management.
- Complete an invoice scanning project and implement an electronic invoice tracking system.
- Redevelop the Financial Officer position for staffing in the summer of 2010.
- Facilitate completion of security upgrades at the Henderson site.
- Continue development of human resource policies and procedures.
- Explore options for external financial services management.

Information Technology Unit

Information Technology is responsible for the management of all hardware and software for the Saskatchewan Archives. This includes maintaining systems and equipment, upgrading to appropriate standards, and handling inventory control.

Key Accomplishments from the 2009-2010 Fiscal Year

- Continued storage expansion throughout the year to ensure the institution can begin acquiring archival digital records.
- Implemented a tape library and updated backup procedures.
- Moved server room from 3303 Hillsdale Street to 1870 Albert Street and upgraded fibre connection to Albert Street to accommodate move and new infrastructure.
- Upgraded fibre connection at 515 Henderson Drive to provide users with full desktop computers.
- Acquired software from Farm Credit Corporation to read born digital records donated to the Saskatchewan Archives.
- Launched Intranet and trained staff on proper use.
- Development of procedures for storage of archival digital records.
- Continued 'evergreen' plan to replace old computers with new ones.

Goals and Objectives for the 2010-2011 Fiscal Year

- Work closely with the Digital Records Program in developing long-term strategy for web implementation of archival description software and the provision of digital collections online.
- Work with the Digital Records Program to develop long-term storage and access procedures for archival born digital records.
- Update the Homestead Index to accommodate metadata relating to digitized records.
- Rollout updated databases for use by Appraisal and Acquisition staff to help in accessioning digital records.
- Continue storage expansion to ensure space for archival digital records within available resources.
- Continue evergreen plan.
- Oversee installation of a pre-action fire alarm system for the server room.

Report of Management

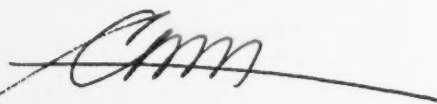
The accompanying financial statements are the responsibility of management and have been approved in principle by the Saskatchewan Archives' Board of Directors. The financial statements have been prepared in accordance with Canadian generally accepted accounting principles.

Management maintains an appropriate system of internal control, including policies and procedures, which provide reasonable assurances that the Saskatchewan Archives' assets are safeguarded and that financial records are relevant and reliable.

The Board of Directors carries out its responsibility for the financial statements and for overseeing management's financial reporting responsibilities by meeting with management to discuss and review financial matters. The Provincial Auditor Saskatchewan has full and open access to the Board of Directors.

The Provincial Auditor Saskatchewan conducts an independent audit of the financial statements. Their examination is conducted in accordance with Canadian generally accepted auditing standards and includes tests and other procedures which allow them to report on the fairness of the financial statements. The Auditor's Report outlines the scope of their audit and their opinion.

On behalf of management,



Christal Lintott

Manager, Human Resources & Administration





SASKATCHEWAN

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AUDITOR'S REPORT

To the Members of the Legislative Assembly of Saskatchewan

I have audited the statement of financial position of the Saskatchewan Archives Board as at March 31, 2010 and the statements of operations, change in net financial assets, and cash flow for the year then ended. The Board's management is responsible for preparing these financial statements for Treasury Board's approval. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In my opinion, these financial statements present fairly, in all material respects, the financial position of the Saskatchewan Archives Board as at March 31, 2010 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Regina, Saskatchewan
September 7, 2010

Brian Atkinson, FCA
Acting Provincial Auditor

SASKATCHEWAN ARCHIVES BOARD
STATEMENT OF FINANCIAL POSITION
As at March 31

	<u>2010</u>	<u>2009</u>
Financial assets:		
Due from University of Saskatchewan (note 3)	\$ 538,009	\$ 538,125
Due from General Revenue Fund (note 4)	249,285	189,565
Investments (note 2 and 5)	66,921	61,719
Accounts receivable	2,428	2,016
Grant receivable	<u>1,727</u>	<u>-</u>
	<u>858,370</u>	<u>791,425</u>
Liabilities:		
Accounts payable and accrued liabilities	98,484	209,365
Accrued vacation pay	48,356	33,164
Accrued salaries and benefits	<u>242,818</u>	<u>279,521</u>
	<u>389,658</u>	<u>522,050</u>
Net financial assets (Statement 3)	<u>468,712</u>	<u>269,375</u>
Non-financial assets		
Tangible capital assets (note 6)	356,831	387,794
Prepaid expenses	<u>6,809</u>	<u>28,454</u>
	<u>363,640</u>	<u>416,248</u>
Accumulated Surplus (Statement 2)	<u><u>\$ 832,352</u></u>	<u><u>\$ 685,623</u></u>

(See accompanying notes to the financial statements)

SASKATCHEWAN ARCHIVES BOARD
STATEMENT OF OPERATIONS
For the year Ended March 31

	Budget 2010 (Note 10)	Actual 2010	Actual 2009
Revenue:			
Grants - General Revenue Fund	\$ 4,167,000	\$ 4,167,000	\$ 3,988,000
Government of Canada	17,720	17,270	-
Other contributions	-	3,082	2,000
	<u>4,184,720</u>	<u>4,187,352</u>	<u>3,990,000</u>
Photocopy sales	50,000	35,601	42,445
Magazine sales	7,000	6,184	7,218
Investment income(loss)	2,000	8,497	(11,481)
Miscellaneous	800	1,215	803
	<u>4,244,520</u>	<u>4,238,849</u>	<u>4,028,985</u>
Expenses:			
Salaries and benefits	3,062,632	2,876,412	2,941,000
Administrative services	1,141,463	1,017,136	990,215
Printing and postage	31,250	29,799	32,717
Amortization of tangible capital assets	98,250	138,655	102,254
Materials and supplies	26,200	30,118	44,530
	<u>4,359,795</u>	<u>4,092,120</u>	<u>4,110,716</u>
Surplus (Deficit) for the year	<u>(115,275)</u>	146,729	(81,731)
Accumulated surplus - beginning of year		685,623	767,354
Accumulated surplus, end of year - to Statement 1		<u>\$ 832,352</u>	<u>\$ 685,623</u>

(See accompanying notes to the financial statements)

SASKATCHEWAN ARCHIVES BOARD
STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
For the Year Ended March 31

	<u>2010</u>	<u>2009</u>
Surplus (Deficit) for the year	\$ 146,729	\$ (81,731)
Acquisition of tangible capital assets	(108,282)	(174,248)
Amortization of tangible capital assets	138,655	102,254
Write off of tangible capital assets	590	22
	<u>30,963</u>	<u>(71,972)</u>
Changes in prepaid expense	<u>21,645</u>	<u>(22,228)</u>
Decrease in net financial assets	199,337	(175,931)
Net financial assets, beginning of year	<u>269,375</u>	<u>445,306</u>
Net financial assets, end of year	<u><u>\$ 468,712</u></u>	<u><u>\$ 269,375</u></u>

(See accompanying notes to the financial statements)

SASKATCHEWAN ARCHIVES BOARD
STATEMENT OF CASH FLOW
For the Year Ended March 31

	<u>2010</u>	<u>2009</u>
Operating transactions		
Surplus (Deficit) for the year	\$ 146,729	\$ (81,731)
Items not affecting cash:		
Amortization of tangible capital assets	138,655	102,254
Loss on disposal of tangible capital assets	590	22
Unrealized (gain) loss on investments	(8,497)	11,481
Change in non-cash balances relating to operations:		
Accounts receivable	(412)	1,376
Grant receivable - General Revenue Fund	(1,727)	-
Prepaid expenses	21,645	(22,228)
Accounts payable and accrued liabilities	(110,881)	33,293
Accrued vacation pay	15,192	(14,304)
Accrued salary and benefits	(36,703)	115,857
Cash provided by operating transactions	<u>164,591</u>	<u>146,020</u>
Capital transactions		
Acquisition of tangible capital assets	<u>(108,282)</u>	<u>(174,248)</u>
Cash used in capital transactions	<u>(108,282)</u>	<u>(174,248)</u>
Investing transactions		
Proceeds from disposal of investments	<u>3,295</u>	<u>2,928</u>
Cash provided by investing transactions	<u>3,295</u>	<u>2,928</u>
Net increase (decrease) in cash	59,604	(25,300)
Cash, beginning of year	<u>727,690</u>	<u>752,990</u>
Cash, end of year	<u><u>\$ 787,294</u></u>	<u><u>\$ 727,690</u></u>
Cash includes the following:		
Due from the University of Saskatchewan	\$ 538,009	\$ 538,125
Due from General Revenue Fund	<u>249,285</u>	<u>189,565</u>
	<u><u>\$ 787,294</u></u>	<u><u>\$ 727,690</u></u>

(See accompanying notes to the financial statements)

SASKATCHEWAN ARCHIVES BOARD
NOTES TO THE FINANCIAL STATEMENTS
March 31, 2010

1. Authority

The Saskatchewan Archives Board (Board) was established under the authority of *The Archives Act, 2004* for the purpose of acquiring and preserving historical documents relating to the history of Saskatchewan and providing these documents to the public for research purposes.

2. Accounting Policies

The financial statements are prepared in accordance with Canadian generally accepted accounting principles as recommended by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants. The following accounting policies are significant.

a) Tangible Capital Assets

Purchased tangible capital assets are recorded at cost. Amortization is provided on a straight-line basis over the assets' estimated useful lives as follows:

Computer hardware	3- 10 years
Computer software	3 years
Equipment	5-10 years
Furniture	5-20 years
Leasehold improvements	Lease term

The Board has placed a nil value on the permanent collection of archival materials for financial statement purposes.

The cost of materials used to preserve the archival collection is expensed.

b) Investments

Investments are comprised of units in a pooled fund held by the University of Saskatchewan. Units in the pooled fund are valued at market and any increase/decrease in the value of the fund is accounted for in the statement of operations as investment income or loss.

c) Use of estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Actual results could differ from those estimates.

3. Due from University of Saskatchewan

The University administers cash on behalf of the Board. The Board does not receive interest on its cash on deposit with the University and it is not charged for interest on an overdraft.

4. Due from General Revenue Fund

The Board's bank account is included in the Consolidated Offset Bank Concentration arrangement for the Government of Saskatchewan. During the year, the General Revenue Fund did not pay interest on the Board's bank account.

5. Evelyn Eager Estate

In July 1992, the Board received a bequest of \$40,000. It received an additional \$7,371 in September 1994. The Board has restricted \$47,371 indefinitely with the income earned on the related investment applied to the costs of publishing the Saskatchewan History magazine.

6. Tangible Capital Assets

	2010		2009	
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Office Furniture and Equipment	\$563,208	\$398,683	\$164,525	\$176,570
Computer Hardware and Software	484,280	327,833	156,447	211,224
Lease Hold Improvements	37,901	2,042	35,859	-
	<u>\$1,085,389</u>	<u>\$728,558</u>	<u>\$356,831</u>	<u>\$387,794</u>

7. Related Party Transactions

These financial statements include transactions with related parties. The Board is related to all Saskatchewan Crown agencies such as ministries, corporations, boards and commissions under the common control of the Government of Saskatchewan. Also, the Board is related to non-Crown enterprises that the Government jointly controls or significantly influences.

The Board is charged a fee for administrative services by the University of Saskatchewan.

Routine operating transactions with related parties are recorded at the rates charged by those organizations and are settled on normal trade terms. Included in expenses is related party transactions of \$1,368,908 (2009 - \$1,205,889) of which \$174,477 (2009 - \$179,309) was payable at March 31, 2010.

In addition, the Board pays Provincial Sales Tax to the Saskatchewan Ministry of Finance on all its taxable purchases and customer sales on items that are deemed taxable. Taxes paid are recorded as part of the cost of those purchases.

Other transactions with related parties and amounts due to/from them are described separately in the financial statements and the notes thereto.

8. Pension Plan

Substantially all of the Board's employees participate in the Public Employees Pension Plan (a related party) which is a defined contribution plan. The Board's financial obligation to the plan is limited to making required payments to match amounts contributed by employees for current services. Included in salaries and benefits is pension expense for the year of \$163,065 (2009 - \$155,711).

9. Financial Instruments

The Board's financial instruments include due from University of Saskatchewan, due from General Revenue Fund, investments, receivables, accounts payable, accrued liabilities, and accrued salaries and benefits. The carrying amount of these instruments approximate fair value due to their immediate or short-term maturity. These instruments do not have significant interest rate or credit risk.

10. Budget

These amounts are included in the annual budget approved by the Saskatchewan Archives Board.

Thank You to Our Donors

Records from the following private individuals/organizations were donated in 2009-2010:

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Spirit • R Town News family of newspapers (Wolseley) • R.M. Review (Vanscoy, Montrose and Harris) • Radville Star • Redvers Optimist • Regina Leader Post • Regina Real Estate Review • Rosetown Eagle • Saskatchewan Anglican (Weyburn) • Saskatchewan Farm Life (Saskatoon) • Saskatchewan Valley News (Rosthern) • Saskatoon Star Phoenix • Senior Living (Regina) • Senior, The (Regina) • Shaunavon Standard • Shellbrook Chronicle • South West Booster (Swift Current) • Spiritwood Herald • St. Walburg & Area Gazette • Strasbourg East Mountain Times • Swift Current Prairie Post • Tisdale Parkland Review • Tisdale Recorder • Unity Northwest Herald • Wadena News • Wakaw Recorder • Warman Country Press • Watrous Manitou • Western People (Saskatoon) • Western Producer (Saskatoon) • Weyburn Review • Weyburn This Week • Whitewood Herald • Wilkie Press • Wolseley Bulletin • Wood River Free Press • Wynyard Advance Gazette • Yorkton News Review • Yorkton News Review Extra • Yorkton This Week

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Bannockburn School District No. 1983 fonds • City of Winnipeg collection • Crocus Plain School District No. 1818 fonds • Cumberland College fonds • Dunlop Art Gallery fonds • Ebenezer School District No. 157 fonds • Fertile School District No. 235 fonds • Fielding Rural Telephone Company Limited fonds • Gray School District No. 1125 fonds • Lucknow School District No. 3573 fonds • Menzie School District No. 2370 fonds • Midale Rural Telephone Company Limited fonds • Midway School District No. 2294 fonds • Prairie South School District No. 210 fonds • Process School District No. 3876 fonds • Regina Roman Catholic Separate School Division No. 81 fonds • Resort Village of Thode fonds • Rural Municipality of Benson No. 37 fonds • Rural Municipality of Buckland No. 491 fonds • Rural Municipality of Buffalo No. 409 fonds • Rural Municipality of Corman Park No. 344 fonds • Rural Municipality of Lacadena No. 228 fonds • Rural Municipality of Lost River No. 313 fonds • Rural Municipality of Prince Albert No. 461 fonds • Rural Municipality of Reford No. 379 fonds • Saskatoon Public Library collection • Strongfield School District No. 2608 fonds • Town of Fort Qu'Appelle fonds • Town of Wawota fonds • Vanceview School District No. 3082 fonds

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Agriculture and Food, Agricultural Research Branch • Agriculture and Food, Corporate Services • Agriculture and Food, Lands Branch • Agriculture, Agricultural Credit Corporation • Agriculture, Lands Branch • Chief Electoral Office • Community Services, Housing Division • Culture, Youth and Recreation, Administration Branch • Culture, Youth and Recreation, Sport and Recreation Branch • Economic and Co-operative Development, Business Development Branch • Economic Development and Trade, Economic Policy and Coordination Branch • Economic Development, Buy Saskatchewan Agency • Economic Development, Administration Services Branch • Economic Development, Co-operatives Directorate • Economic Development, Deputy Minister's Office • Economic Development, Diversification / Development Services Branch • Economic Development, Diversification Branch • Economic Development, Finance and Administration Branch • Economic Development, Industry Development Programs Unit • Economic Development, Operations and Business Development Branch • Economic Development, Policy and Coordination Division • Economic Development, Policy Branch • Economic Development, Policy Division / Economic Analysis • Economic Development, Project Information Unit • Economic Development, Trade Policy Unit • Education, Curriculum and E-Learning Branch • Energy and Mines, Deputy Minister's Office • Energy and Mines, Energy Development Branch • Energy and Mines, Energy Economics Branch • Energy and Mines, Finance and Administration Branch • Environment and Resource Management, Contracts • Environment and Resource Management, Financial and Administrative Services Division • Environment and Resource Management, Operations Division • Executive Council, Cabinet Secretariat and Clerk of the Executive Council • Family Foundation, Sport and Recreation Branch • Finance, Public Employee Benefits Agency • Finance, Treasury and Debt Management Division • Government Relations and Aboriginal Affairs, Deputy Minister's Office • Government Relations, Deputy Minister's Office • Government Relations, Finance and Administration Branch • Government Relations, Policy and Legislative Services Branch • Health, Community Care Branch • Health, Finance and Administration Branch (SADAC) • Health, Hospital Services Branch • Health, Policy and Planning Branch • Industry and Resources, Administrative Services Branch • Industry

and Resources. Deputy Minister's Office • Industry and Resources. Internal Operations / Administrations Branch • Industry and Resources. Sector Development Branch • Industry and Resources. Tourism Marketing • Intergovernmental and Aboriginal Affairs. Deputy Minister's Office • Justice. Coroners Branch • Labour. Administration Branch • Labour. Deputy Minister's Office • Labour. Occupational Health and Safety Division • Labour. Planning and Policy Branch • Labour. Women's Secretariat • Municipal Resources. Deputy Minister's Office • Municipal Affairs and Housing. Deputy Minister's Office • Municipal Affairs and Housing. Heritage Branch • Municipal Affairs and Housing. Municipal Development Branch • Municipal Affairs and Housing. Municipal Planning and Advisory Services • Municipal Affairs, Culture and Housing, Arts and Multiculturalism Branch • Municipal Affairs, Culture and Housing. Deputy Minister's Office • Municipal Affairs. Finance and Administration Branch • Municipal Affairs. Neighbourhood Improvement Program • Municipal Government. Grant Administration and Provincial Municipal Affairs Branch • Municipal Government. Deputy Minister's Office • Municipal Government. Finance and Administration Division • Municipal Government. Financial Services Branch • Municipal Government. Heritage Branch • Municipal Government. Human Resources Branch • Municipal Government. Municipal and Community Services Branch • Municipal Government. Municipal Development Branch • Municipal Government. Planning and Advisory Services • Office of the Lieutenant Governor • Public Participation. Investment and Public Participation Branch • Public Service Commission. Administration Branch • Public Service Commission. Staff Development Branch • Public Development. Deputy Minister's Office • Saskatchewan Gaming Corporation. Finance and Administration Branch • Saskatchewan Gaming Corporation. Marketing • Saskatchewan Gaming Corporation. Operations Department • Saskatchewan Gaming Corporation. President's Office • Saskatchewan Government Insurance. Broker Services. Underwriting Division • Saskatchewan Government Insurance. Customer Support Department • Saskatchewan Government Insurance. Finance and Administration Division • Saskatchewan Government Insurance. Highway Traffic Board • Saskatchewan Government Insurance. Underwriting Division • Saskatchewan Housing Corporation • Saskatchewan Housing Corporation. Community Services • Saskatchewan Housing Corporation. Social Services • Saskatchewan Housing Corporation. Land Department • Saskatchewan Housing Corporation. Land Division • Saskatchewan Housing. Policy and Research Branch • Saskatchewan Institute of Applied Science and Technology (SIAT) • Saskatchewan Legal Aid Commission • Saskatchewan Legislative Assembly • Saskatchewan Medical Board • Saskatchewan Municipal Board • Saskatchewan Municipal Committee • Saskatchewan Municipal Board. Board of Revenue Commissioners • Saskatchewan Pension Plan • Saskatchewan Property Management Corporation. Accommodation Branch • Saskatchewan Property Management Corporation. Buy Saskatchewan and Procurement Branch • Saskatchewan Property Management Corporation. Commercial Services Branch • Saskatchewan Property Management Corporation. Corporate Affairs / Corporate Planning Branch • Saskatchewan Property Management Corporation. Corporate Services Branch • Saskatchewan Property Management Corporation. Customer Support Services Branch • Saskatchewan Property Management Corporation. Corporate Systems Branch • Saskatchewan Property Management Corporation. Finance and Administration Branch • Saskatchewan Property Management Corporation. Financial Services Branch • Saskatchewan Property Management Corporation. Legal and Risk Management Branch • Saskatchewan Property Management Corporation. Legal Services Office • Saskatchewan Property Management Corporation. Project Management Branch • Saskatchewan Property Management Corporation. Purchasing Branch • Saskatchewan Property Management Corporation. Real Estate Division • Saskatchewan Property Management Corporation. Security Services Branch • Saskatchewan Property Management Corporation. Technical Services Branch • Social Services. Budget Management Branch • Social Services. Child Day Care Branch • Social Services. Deputy Minister's Office • Social Services. Federal/Provincial Arrangements Branch • Social Services. Fair Dealing Office • Social Services. Human Resources Branch • Social Services. Income Security Division • Social Services. Information and Technology Services Branch • Social Services. Kindersley Office • Social Services. Langlois Office • Social Services. McKernan Office • Social Services. Moose Jaw Regional Office • Social Services. Nipawin Office • Social Services. North Park Centre (Prince Albert) • Social Services. Prince Albert Office • Social Services. 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Bannockburn School District No. 1983 fonds • City of Winnipeg collection • Crocus Plain School District No. 1818 fonds • Cumberland College fonds • Dunlop Art Gallery fonds • Ebenezer School District No. 157 fonds • Fertile School District No. 235 fonds • Fielding Rural Telephone Company Limited fonds • Gray School District No. 1125 fonds • Lucknow School District No. 3573 fonds • Menzie School District No. 2370 fonds • Midale Rural Telephone Company Limited fonds • Midway School District No. 2294 fonds • Prairie South School District No. 210 fonds • Process School District No. 3876 fonds • Regina Roman Catholic Separate School Division No. 81 fonds • Resort Village of Thode fonds • Rural Municipality of Benson No. 35 fonds • Rural Municipality of Buckland No. 491 fonds • Rural Municipality of Buffalo No. 409 fonds • Rural Municipality of Corman Park No. 344 fonds • Rural Municipality of Lacadena No. 228 fonds • Rural Municipality of Lost River No. 313 fonds • Rural Municipality of Prince Albert No. 461 fonds • Rural Municipality of Reford No. 379 fonds • Saskatoon Public Library collection • Strongfield School District No. 2608 fonds • Town of Fort Qu'Appelle fonds • Town of Wawota fonds • Vanceview School District No. 3082 fonds

The following ministries/branches have transferred records in 2009-2010:

Agriculture and Food. Agricultural Research Branch • Agriculture and Food. Corporate Services • Agriculture and Food. Lands Branch • Agriculture. Agricultural Credit Corporation • Agriculture. Lands Branch • Chief Electoral Office • Community Services. Housing Division • Culture, Youth and Recreation. Administration Branch • Culture, Youth and Recreation. Sport and Recreation Branch • Economic and Co-operative Development. Business Development Branch • Economic Development and Trade. Economic Policy and Coordination Branch • Economic Development. Buy Saskatchewan Agency • Economic Development. Administration Services Branch • Economic Development. Co-operatives Directorate • Economic Development. Deputy Minister's Office • Economic Development. Diversification / Development Services Branch • Economic Development. Diversification Branch • Economic Development. Finance and Administration Branch • Economic Development. Industry Development Programs Unit • Economic Development. Operations and Business Development Branch • Economic Development. Policy and Coordination Division • Economic Development. Policy Branch • Economic Development. Policy Division / Economic Analysis • Economic Development. Project Information Unit • Economic Development. Trade Policy Unit • Education. Curriculum and E-Learning Branch • Energy and Mines. Deputy Minister's Office • Energy and Mines. Energy Development Branch • Energy and Mines. Energy Economics Branch • Energy and Mines. Finance and Administration Branch • Environment and Resource Management. Contracts • Environment and Resource Management. Financial and Administrative Services Division • Environment and Resource Management. Operations Division • Executive Council. Cabinet Secretariat and Clerk of the Executive Council • Family Foundation. Sport and Recreation Branch • Finance. Public Employee Benefits Agency • Finance. Treasury and Debt Management Division • Government Relations and Aboriginal Affairs. Deputy Minister's Office • Government Relations. Deputy Minister's Office • Government Relations. Finance and Administration Branch • Government Relations. Policy and Legislative Services Branch • Health. Community Care Branch • Health. Finance and Administration Branch (SADAC) • Health. Hospital Services Branch • Health. Policy and Planning Branch • Industry and Resources. Administrative Services Branch • Industry

and Resources. Deputy Minister's Office • Industry and Resources. Internal Operations / Administrations Branch • Industry and Resources. Sector Development Branch • Industry and Resources. Tourism Marketing • Intergovernmental and Aboriginal Affairs. Deputy Minister's Office • Justice. Coroners Branch • Labour. Administration Branch • Labour. Deputy Minister's Office • Labour. Occupational Health and Safety Division • Labour. Planning and Policy Branch • Labour. Women's Secretariat • Mineral Resources. Deputy Minister's Office • Municipal Affairs and Housing. Deputy Minister's Office • Municipal Affairs and Housing. Heritage Branch • Municipal Affairs and Housing. Municipal Development Branch • Municipal Affairs and Housing. Municipal Planning and Advisory Services • Municipal Affairs, Culture and Housing, Arts and Multiculturalism Branch • Municipal Affairs, Culture and Housing. Deputy Minister's Office • Municipal Affairs. Finance and Administration Branch • Municipal Affairs. Neighbourhood Improvement Program • Municipal Government. Grant Administration and Provincial-Municipal Affairs Branch • Municipal Government. Deputy Minister's Office • Municipal Government. Finance and Administration Division • Municipal Government. Financial Services Branch • Municipal Government. Heritage Branch • Municipal Government. Human Resources Branch • Municipal Government. Municipal and Community Services Branch • Municipal Government. Municipal Development Branch • Municipal Government. Planning and Advisory Services • Office of the Lieutenant Governor • Public Participation. Investment and Public Participation Branch • Public Service Commission. Administration Branch • Public Service Commission. Staff Development Division • Rural Development. Deputy Minister's Office • Saskatchewan Gaming Corporation. Finance and Administration • Saskatchewan Gaming Corporation. Marketing • Saskatchewan Gaming Corporation. Operations Department • Saskatchewan Gaming Corporation. President's Office • Saskatchewan Government Insurance. Broker Services. Underwriting Division • Saskatchewan Government Insurance. Customer Support Department • Saskatchewan Government Insurance. Finance and Administration Division • Saskatchewan Government Insurance. Highway Traffic Board • Saskatchewan Government Insurance. Underwriting Division • Saskatchewan Housing Corporation • Saskatchewan Housing Corporation. Community Services • Saskatchewan Housing Corporation. Financial Services • Saskatchewan Housing Corporation. Land Department • Saskatchewan Housing Corporation. Land Division • Saskatchewan Housing. Policy and Research Branch • Saskatchewan Institute of Applied Science and Technology (SIAST) • Saskatchewan Legal Aid Commission • Saskatchewan Legislative Assembly • Saskatchewan Municipal Board • Saskatchewan Municipal Board. Assessment Appeals Committee • Saskatchewan Municipal Board. Board of Revenue Commissioners • Saskatchewan Pension Plan • Saskatchewan Property Management Corporation. Accommodation Services Branch • Saskatchewan Property Management Corporation. Buy Saskatchewan and Procurement Branch • Saskatchewan Property Management Corporation. Commercial Services Branch • Saskatchewan Property Management Corporation. Corporate Affairs / Corporate Planning Branch • Saskatchewan Property Management Corporation. Corporate Services Branch • Saskatchewan Property Management Corporation. Corporate Support Services Branch • Saskatchewan Property Management Corporation. Corporate Systems Branch • Saskatchewan Property Management Corporation. Finance and Administration Branch • Saskatchewan Property Management Corporation. Financial Services Branch • Saskatchewan Property Management Corporation. Legal and Risk Management Branch • Saskatchewan Property Management Corporation. President's Office • Saskatchewan Property Management Corporation. Project Management Branch • Saskatchewan Property Management Corporation. Purchasing Branch • Saskatchewan Property Management Corporation. Real Estate Division • Saskatchewan Property Management Corporation. Security Services Branch • Saskatchewan Property Management Corporation. Technical Services Branch • Social Services. Budget Management Branch • Social Services. Child Day Care Branch • Social Services. Deputy Minister's Office • Social Services. Federal/Provincial Arrangements Branch • Social Services. Fort Ouellette Office • Social Services. Human Resources Branch • Social Services. Income Security Division • Social Services. Information and Technology Services Branch • Social Services. Kindersley Office • Social Services. La Ronge Office • Social Services. Melfort Office • Social Services. Moose Jaw Regional Office • Social Services. Nipawin Office • Social Services. North Park Centre (Prince Albert) • Social Services. Prince Albert Office • Social Services. Regina Regional Office • Social Services. Rosetown Office • Social Services. Saskatchewan Income Plan • Social Services. Senior's Secretariat • Social Services. Special Investigations Branch • Social Services. Technology and Property Management Branch • Social Services. Young Offenders Branch • Urban Affairs. Administration Services Branch • Urban Affairs. Urban Development Branch

Thank You to Our Sponsors

The Saskatchewan Archives was fortunate to have several dedicated partners and sponsors contribute to the success of its Outreach activities this past year.

The Remembrance Day Pepsi-Cola Record Event benefited greatly from the support of Terry O'Riordan at the Provincial Archives of Alberta, Rob Bryanton and Jeff Hamon of Talking Dog Studios in Regina and Eric Manaigre, from The Pepsi Bottling Group.

"Reel Stories from the Archives" would not have been possible without the resources and facilities of Access Communications, specifically Corby Evenson, John Kennedy, and Nico Khakhar.

A number of guests volunteered their time and knowledge to the Reel Stories production, including: Honourable Allan Blakeney, Judith Silverthorne, Brian Stockton, Will Chabun, Sarah Abbott, Ted Hornung, Dr. Bill Brennan, George Hoffman and Lisa Donahue.

Saskatchewan Archives values these partnerships and acknowledges the importance of sponsorship support in realizing these achievements and furthering public awareness.

Thank You to Our Funders

In addition to the annual Government of Saskatchewan grant, Saskatchewan Archives gratefully acknowledges receiving support from the Canadian Council of Archives, SaskCulture, Saskatchewan Council for Archives and Archivists, and Library and Archives Canada during the 2009-2010 fiscal year.



Canadian Council of Archives
Conseil canadien des archives



ADDITIONAL SUPPLEMENTARY INFORMATION

2009/2010 SUPPLIER PAYMENTS

Listed are payees who received \$50,000 or more for the provision of goods and services, including office supplies, advertising, contracts, and equipment.

Ministry of Finance	\$ 418,606
SaskTel	\$ 79,164
Ministry of Government Services	\$ 841,949
CCSI Technology Solutions Co	\$ 59,311
Payees under \$50,000	\$ 226,971

2009/2010 PERSONAL SERVICES

Listed are individuals who received payments for salaries, wages and honorariums, etc. which total \$50,000 or more.

Bergren, L	\$ 56,216
Burnay, J	\$ 51,773
Campbell, C	\$ 70,633
Charabin, N	\$ 73,480
Choudhury, B	\$ 62,604
Cottrell, A	\$ 73,167
Dahl, K	\$ 54,443
Davies, D	\$ 60,207
Gillis, T	\$ 73,480
Hall, R	\$ 50,041
Herperger, D	\$ 72,956
Holmes, C	\$ 53,970
Korvenmaker, F	\$ 65,356
Lintott, C	\$ 103,932
McIntyre, L	\$ 85,153
Novak, T	\$ 55,206
Rainville, C	\$ 51,901
Rein, P	\$ 54,971
Saunders, I	\$ 80,829
Schwartz, C	\$ 60,709
Soltys, T	\$ 55,206
Sterling, K	\$ 53,072
Stoffel, S	\$ 55,203
Stoszek, A	\$ 54,846
Toth, L	\$ 107,007
Wagner, W	\$ 51,115
Weber, W	\$ 75,503
Yewman, J	\$ 50,745
Employees under \$50,000	\$ 563,054



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R-A341	Inside Front Cover
R-A32899	p. 8
R-A45-1	p. 14
S-B364	p. 25
R-A2151-1	p. 25
R-A2081	p. 25
S-B1180	p. 27
R-A1722-5	p. 31
R-A22193	pp. 40, 42
R-A17343	pp. 40, 42
R-A10-1	pp. 40, 42
R-A2470	pp. 40, 42
R-A2872-1	pp. 40, 42
R-A9907	pp. 40, 42
R-A22251	pp. 40, 42
R-A22011-3	pp. 40, 42
R-A629-2	pp. 40, 42
R-A2162	pp. 40, 42
R-A12677	pp. 40, 42
R-A8223-1	pp. 40, 42
R-A26642	pp. 41, 43
R-A17781	pp. 41, 43
R-A1014-9	pp. 41, 43
R-A13150-1	pp. 41, 43
R-A14390	pp. 41, 43
R-A22212	pp. 41, 43
R-A22699	pp. 41, 43
R-A16310	pp. 41, 43
R-A14743	pp. 41, 43
R-A8223-2	pp. 41, 43
R-A350	pp. 41, 43
R-A15767	pp. 41, 43
S-B96	Back Cover

The 2009-2010 Annual Report Committee consisted of:
Lauren Bergren, Richard Hall, Susan Millen, Jennifer Jozic
and Cory Rainville.

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